Report on the Jury
System of the Circuit Court
of Prince George's County

Submitted by

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Administrative Office of the Courts
August 1977

The purpose of this report is to describe the jury system of the Circuit Court for Prince George's County. The description includes the entire jury process, from the point of initial selection to the time that the jurors leave the court system after their service.

The material for this report was gathered through a series of interviews with the jury commissioner, the chief courtroom clerk, and the court administrator.

The operation of the juror selection system for Prince George's County revolves around the division of the year into two court terms, beginning in April and September. Each term contains 25 weeks (two weeks of every year are non-jury weeks). For each week of a term, the system provides a total of 90 petit jurors in two panels of 45. Each panel must serve for two consecutive weeks. The panels are assigned in an overlapping fashion so that one of the two panels serving in any single week has gained one week of jury experience. concept can be demonstrated through the numbering of the weeks of a term as 1-25, and the panels designated A-Y with the further proviso that weeks and panels will be consecutively matched. In 1977 for example, in week number 2 of the April term panels B and C served. Panel B had seen one week of service in week number one of the April term, and fulfilled its second week of service in week number two of the term. C, having performed half of its jury obligation in week number two of the term, would serve its last week with a new panel, panel D, during the course of the term's third week (see appendix, In this manner, one seasoned panel of 45 is always

available to the court, reducing the amount of "green" jurors serving. The total number of petit jurors actually serving per term is about 2,296.

One grand jury serves Prince George's County in each term.

The selection system provides two grand jury panels and four alternate panels for the year. In each term, 115 persons are designated for grand jury service (one panel of 23 with 4 alternates for each juror).

The jury selection process in Prince George's County involves both computerized and manual tasks. The computer functions are performed at the county computer facilities. These facilities maintain the voter registration lists of the Board of Elections Supervisors, from which prospective jurors are obtained. there were 261,901 registered voters. Using 1976 as a base statistical year, the procedure begins in October with requests and transmissions to the computer facility containing ratio and starting numbers based on the total number of names required for the upcoming two court terms. The number of names needed is determined through an ad hoc formula founded on intuition and past This formula takes into account the total number of jurors actually needed, cushioning this figure with the expected attrition rate (projected excuses, disqualifications, and nontraceable voters). To provide an added margin of safety, the number of jurors actually needed is inflated, based upon two, 30 week court terms (instead of the existing 25 week terms). This formula gives a hypothesized figure of approximately 7,000.

The computerized tasks of the system involve the random selection of these needed 7,000 from the total number of

registered voters. To accomplish this, the jury judge arbitrarily chooses an initial ratio number of six which is forwarded to the county computers. The county computer segregates voters into election districts (there are 21).

This division of the source list, stemming from the initial ratio number, yields 43,680 names. Using the same interval along with a starting number chosen from a box of numbered pellets in open court and sent to the computer facility, 7,280 names and address labels are extracted. This list became the master wheel in 1976.

Jury qualification forms are forwarded to all those on the master wheel from the jury commissioner's office, specifying a return time of 10 days. The greatest body of forms are returned within three weeks. In the third week, a second form is mailed to those who did not respond to the first with the threat of a summons if there is a failure to respond to the second. procedure was used in 500 cases in 1976. In only 120 of these cases was a summons actually necessary. Once the forms are returned, they must be analyzed for statutory disqualifications and valid excuses. Prince George's County will not excuse except for health reasons. If transportation problems are used as a reason for refusal to serve (a common claim), the jury commissioner will attempt to arrange a juror car pool or, alternately, offer transport to and from the court in exceptional cases with a sheriff's deputy. While denials of excuses may be appealed to the jury judge, this is a rare occurrence. Although this strict excuse policy was expected to bear fruit in having fewer claims of excuses from service, the results thus far have been mixed.

After excused and disqualified names have been deleted from the computer printout of 7,280, the resultant yield in 1976 was 5,566. These voters constituted the qualified jury wheel for 1976.

After the qualified jury wheel is obtained, it is then broken down further into randomly selected panels of grand and petit jurors. After determining the ratio number for grand jury selection (number of grand jurors and alternates divided into the qualified wheel of 5,566), the judge chooses a starting number for the grand jury from a box of pellets in open court. number set will extract only 115 members and alternates of the grand jury, starting and ratio numbers for the petit jurors are selected from the remainder 5,451 (5,566 minus 115 grand jurors). These starting numbers, ratio numbers, and the qualified jury wheel with deletions based on disqualifications and excuses are returned to the computer facility where names of grand and petit jurors are extracted. The facility then forwards these revised lists to the commissioner. What the commissioner receives are 45 pages of computer printout each with 30 names. The first name on each of the 45 pages will constitute the first panel; the second names will form the second panel, and so forth. The commissioner will then rearrange panels and alternates according to court needs and juror preferences by term. The following represents a 1976 breakdown of juror responses to the selection process:

The Numerical Juror Response Breakdown For 1976

1. Questionnaires mailed out

- 7,280
- Questionnaires returned numbers not available, but thought to be approximately 6,700 - 7,100
  - a. percentages of those questionnaires mailed out that are returned, approximately
     92

92%-96%

- b. excused statistics not kept
- c. exempt statistics not kept
- d. disqualified statistics not kept
- e. not qualified (a combination of excused, exempt, disqualified, those not responding and non-forwardables)

1,714

f. qualified

5,566

 Not forwardable (returned by post office) statistics not kept, but approximately

100 - 500

- 4. No response as of 6 months later "very few" - according to the jury commissioner, but no clarification
- 5. Percentages of those persons returning questionnaires that became qualified approximately

788-838

Weekly petit and term grand jury panels are summoned to report on the first Monday of their service weeks. Summonses are sent to each panel approximately 30 days prior to service (slightly greater notice time is afforded to the grand jury). Since a new panel must report every week, new summonses are sent by registered mail on a weekly basis for jurors serving one month later, at a cost of \$1.15 per letter. If the summons is non-deliverable, it is held by the post office for 15 days and then returned to the court. The sheriff's department will personally serve these remaining summonses.

Orientation (films, lectures, booklets, and question sessions) takes place at this point in the jury room. Jurors are also informed of the call-in system, used by them every evening to apprise them of whether to report on succeeding days (see appendix, p. 11). Once assembled, the jurors are formed (on paper) into 12 member lettered panels which may be reconstituted on the basis

of absences or need from those in the pool reporting that day. Twenty jurors are normally sent to trial for voir dire (1 2/3 panels) in criminal or civil cases, while 42 are sent in peremptory cases (see attached count formula, appendix, page 15). Trial times are not staggered, but some attempt is made through the sending of jurors to peremptory cases first to gain maximum use of the number reporting. Excused and unused jurors return to the pool.

Exit questionnaires for jurors concluding their service are provided by the court. Their completion is not mandatory and little analysis is performed on them, although they are read by the jury judge.

Court facilities for jurors include a jury room, television, and a snack bar. A new dining room will be available for this year to compensate for the inadequacies of the present food service.

Jurors are paid every two weeks on the basis of their signatures on daily attendance logs kept by the jury commissioner. The rate of pay \$10 per day. No extra funds are provided for mileage or late hour sessions.

### Comments

The jury utilization process in Prince George's County appears to be a mixture of the new and the old. Some reforms are in evidence. The term of service for jurors has been reduced from four weeks to two. The new juror facilities (dining room) should ameliorate the most common of juror complaints. Additionally, the newly-instituted call-in procedure, if properly used, may prove to be a formidable money saving device.

Some suggestions, however, can be made to improve the jury

system processing. The sheer number of jurors used by Prince George's County would seem to place it in an ideal position for increased computerized assistance. The existing computer services utilized are minimal. The county could easily justify computerized sorting, envelope stuffing adjuncts, and mark some reading of returns, tasks now manually performed. Further, the continual reassembly of panels, their breaking up and reformation prior to reporting to the courtroom may be considered a redundant process and could be minimized through randomized computer-produced panels.

Presently, there are between 30 and 50 percent more jurors qualified through the questionnaire process than are actually needed. While this may initially appear to be a criticism of the strict excuse policy in effect within this jurisdiction, it more importantly suggests there are an excessive number of people surveyed who are not required to serve. This may amount to over 2,000 people in any given year who are sent questionnaires causing higher costs in mailing, paper and staff time (for analysis and mail preparation). If the expectant yield of potential jurors remains constant (approximately 80 percent in 1976), then Prince George's County could save some substantial funds for these cost allocations in the upcoming year by reducing the number of persons sent questionnaires.

In the juror utilization area, statistics that are presently being collected in the course of voir dire examination, could also be analyzed for purposes of determining the basic amount of jurors required for panel sizes and trials. Reducing these amounts to minimum proportions would also mean less numbers of jurors would have to be called in on a daily basis.

Finally, while exit questionnaires have been implemented, they appear to receive little attention in terms of any comprehensive analysis. The overall impression of the jury system in Prince George's County is that it is a good system which could use some slight improvement in certain areas.

# -Appendix-

Forms used in the Jury System of Prince George's County's Circuit Court.

# Explanation and Comment on Forms used in the Jury System

The form on Appendix page 2 is the form that is used to inform the County's Computer facility of, one, the starting and interval numbers that are to be used in selecting persons for jury duty, and two, what the list is for. The same form is used to select persons for the initial mailing of the questionnaire and to select persons from the qualified wheel for service on the grand or petit jury.

The form on Appendix page 3 is the form that is used by the Court to inform the computer facility of the status of those persons mailed out questionnaires. From the information on this form, the computer will know which persons are to be considered qualified so that they are placed in the "wheel and which persons are not."

Most of the other forms are self-explanatory.

The form on Appendix page 14 is a form that is kept on all cases that involve a trial by jury. At the present time, after the form is filled out it is placed in the case jacket and no use of the information gathered is made. Much of the information on the sheet would be extremely useful, if summarized, in aiding caseflow management.

The form on Appendix page 15 is a form that is kept by the jury judge for Prince George's County's Circuit Court, Judge McCullough, on the number of jurors reporting in on any one day and the number of jurors actually used in one day. For Judge McCullough, the number of jurors used means the number of jurors sent to voir dire. This number, however, does not reflect the actual number used since many sent to voir dire might not actually be needed. The statistics could easily be inflated by increasing the number sent to voir dire. Thus, this information does not appear to be very useful.

The form on Appendix page 16 is the result of a formalized policy by the jury judge concerning how many jurors should have to report for jury duty.

The last form, on Appendix page 17, is a matrix of how the petit jury panels are assigned for the April through September term. For example, of the 25 panels per term, panel 1 and 2 serves the first week of April. Panel 2 and 3 serves the second week.

SIGNATURE:

FEQUESTED BY:

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# CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY Office of the Jury Commissioner Court House Upper Marlboro, Maryland

Dear

Another "Juror Qualification Form" is being sent to you, due to the fact that the first form was not completely executed for one of the following reasons:

- \_\_\_\_l. Unanswered questions.
- \_\_\_\_\_\_2. Only one side of questionnaire was completed.
- \_\_\_\_\_3. Neither side of questionnaire was completed.

Properly execute both sides of questionnaire (answer every question) being sure that you have signed and dated same, and return in enclosed envelope.

Failure to comply with this request will subject you to be summoned before the Jury Commissioner for personal interview.

Very truly yours,

Mary L. McNeil

# CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY SEVENTH JUDICIAL CIRCUIT OF MARYLAND UPPER MARLBORO, MARYLAND 20870

SUMMONS

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ADDRESS:			•		
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# MARYLAND, Sct. State of Maryland

# TO THE SHERIFF OF PRINCE GEORGE'S COUNTY, GREETING:

Court here now holding at Upp George's County, to answer unt certain contempt by Committed, in not attending the summoned.  f fail not at your peril, and have	o the State of Maryland, to the State of Mar	touching a
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# STATE OF MARYLAND PRINCE GEORGE'S COUNTY CIRCUIT COURT OFFICE OF THE JURY COMMISSIONER

TO:

Juror No.

Your request for excuse from jury service during the term has been reviewed by the Jury Commissioner's Office and denied for the following reasons:

You are required to report on the date shown on your summons. If you have any questions contact Mrs. Lois McNeil, Jury Commissioner at 952-3437.

Lois McNeil Jury Commissioner

PGC# 1618 11/76

# STATE OF MARYLAND PRINCE GEORGE'S COUNTY CIRCUIT COURT OFFICE OF THE JURY COMMISSIONER

TO:	·						JI	UROR :	NO.	. ·	
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PGC# 1619 11/76

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JUROR PANEL NO.

PATRICIA A
HUGHES
HILL HILLWOOD CT
BFLTSVILLE
DEBLASS-007673 MARYLAND 20705

YOU ARE HEREBY SUMMONED

AS A PETIT JUROR IN THE CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY FOR THE APRIL 1977 TERM OF COURT TO BE AND APPEAR AT THE COURT HOUSE, COURTROOM ONE, SECOND FLOOR, UPPER MARLBORD, MARYLAND, ON \_\_\_\_\_AT\_\_\_\_A.M.

YOU HAVE BEEN SELECTED FOR THIS DUTY PURSUANT TO THE PROVISIONS OF ARTICLE 51 OF THE ANNOTATED CODE OF MANYLAND, AS AMENDED BY CHAPTER 418 OF THE ACTS OF 1969.

WITNESS, THE HONDRABLE FRNEST A. LOVE CSS, JR. CHIEF JUDGE OF THE CIRCUIT COURT FOR PRINCE GEORGE'S COVETY, MARYLAND.

(DATE)

MRS. LOIS MCNEIL JURY COMMISSIONER (SEAL)

TO THE PERSON SUMMONED:

PERSONAL ATTENDANCE IN THE COURT OF ON THE DAY NAMED IN THIS SUMMONS IS REQUIRED.

SHERIFF'S / PETURN

(IN LIEU OF SERVICE BY MAIL)

TELEPHONE NO. (HOME) \_\_\_\_\_ (WORK) \_\_\_\_

DOM EDWARD AMSELL SHERIFF

ΒΥ -----

DEPUTY

15/36

### JUROR'S INSTRUCTIONS AND INFORMATION

JURY TERM: Petit jurors normally serve only during two consecutive weeks but are subject to recall when large panels are needed during the remainder of the term of Court in which empanelled. There are two six-month terms of Court each year, one commencing on the first Monday in April and the other on the first Monday of October. Petit jurors are rarely recalled after having completed their normal period of service.

TRIAL DURATION: The majority of jury trials are completed in a single day, but many last two or more days. The Court attempts to set longer trails so that all will be completed within the normal two-week period. Efforts are made to keep the jurors advised when such circumstances are known.

<u>PARKING INFORMATION</u>: Parking facilities are provided for jurors at the Marlboro Race Track. A shuttle bus runs every fifteen (15) minutes to the Court House. Please allow enough time for this service so that you will not be tardy for roll call.

FIRST DAY: Take the elevator to the second floor and proceed to Courtroom One (1) where you will be met by Court personnel. You will see a short film starting promptly at 8:30 A.M. followed by an explanation of the jury system by the Jury Judge. Following indoctrination you will be escorted to the Jury Lounge to await assignment to a panel to be sent to a courtroom. If you are not actually empanelled on a jury, you will be excused for the day as soon as your presence in the Courthouse is no longer required.

JUROR FEES: The State Legislature has authorized payment of \$10.00 expense fee for each day you are called in as a juror.

<u>JURY DRES</u>S: All male jurors shall wear coats and ties. Ladies shall dress appropriately.

Questions concerning jury service should be directed to Mrs. Lois McNeil, Jury Commissioner, Courthouse, Second Floor, Upper Marlboro, Maryland 20870, telephone 952-3437.

# JURY CALL-IN PROCEDURE

The evening before your scheduled date to report, call 952-3000 between 6:00 p.m. and 10:00 p.m. (if your scheduled date to report is a Monday, call the previous Friday); identify yourself as a juror; and give the operator your section identification number. This is the number and letter shown on the small slip of paper stapled to the top of this sheet.

Example: "I am a juror and my section is A-1."

The operator will respond in one of the following ways:

Response A. Do not report for jury duty.

Response B. Call back in the morning between 9:00 a.m. and 9:15 a.m.

# If you receive Response "A"

1. Do not report for jury duty the following day

but on the following day

2. Call the same number in the evening between 6:00 p.m. and 10:00 p.m. for further reporting instructions.

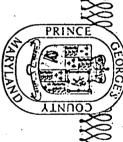
# If you receive Response "B"

- 1. Call as directed.
- 2. If told to report, arrive at the jury lounge as soon as possible.
- 3. If told not to report, call back in the evening for instructions for the next day.

## JURY SERVICE EXIT QUESTIONNAIRE

The Judges of this Court are constantly trying to improve the management and usage of jurors. Your answers to the following questions will help improve jury service. All responses are voluntary and confidential.

1.	Approximately how many hours did you spend at the courthouse?
2.	Of these hours in the courthouse, what percent was spent in the jury lounge?
3.	How many times were you chosen to report to a courtroom for the jury selection process?
4.	How many times were you actually selected to be a juror?
5.	Have you ever served on jury duty before? How many times?
6.	How would you rate the following factors? (Answer all)
	a. Initial orientation
7.	Did you lose income as a result of jury service? Yes [] No [] How much?
8.	After having served, what is your impression of jury service? (Answer one)
	<ul> <li>a. The same as before - favorable? []</li> <li>b. The same as before - unfavorable? []</li> <li>c. More favorable than before? []</li> <li>d. Less favorable than before? []</li> </ul>
9.	In what ways do you think jury service can be improved?
10.	The following information will help evaluate the results and responses to this questionnaire:
	Age: 18-20 [ ] 21-24 [ ] 25-34 [ ] 35-44 [ ] 45-54 [ ] 55-64 [ ] 65 + [ ] Sex: Female [ ] Male [ ]
	Occupation



# oblic service

The Circuit Court, for Drince George's County does hereby express its appreciation to be it known that

For service as a Petit Juror during the April 1977 Term of Court for Prince George's County, Maryland.

Judges of the Circuit Court for Prince George's County

Ernest A. Loveless, Jr.
William B. Bowie
Perry G. Bowen, Jr.
Samuel W.H. Meloy
William H. McCullough
James H. Taylor

James F. Couch, Jr.
Joseph A. Mattingly
Jacob S. Levin
George W. Bowling
Albert T. Blackwell, Jr.
Robert J. Woods
Howard S. Chasanow

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Chief Judge

Clerk of the Court-

CASE NO. Tydge PETIT JURY . ÉPORTER CLERK **APRIL** 1977 TRIAL DATE FILE DATE ISSUE DATE VERDICT No. of Jurors in panel\_ Time panel called No. of Jurors selected
No. of Jurors challenged
No. of Jurors not reached Time selection starts Time panel finishes & starts on list

Time trial ends

7PR- MAY 1977

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### MEMORANDUM

To:

Judge Couch

Judge Levin

Judge Chasanow Mrs. Hammonds Mrs. Montcalm

From:

Judge McCullough wimes

Re:

Call of the Criminal Docket

Attached is a list indicating the call of the criminal docket rotation through August.

My formula for determining how many jurors will be needed is listed below:

·	Criminal/Civil	Perempt	Mixed .
l trial 2 trials	20	42	42 w
3 trials	44	54 66	54 <b>c</b> 66
4 trials 5 trials	<u>56</u> 68	68 <b>~</b> 68	68 68

After the call of the criminal docket, the Judge should advise Mrs. Montcalm how many juries he believes will be necessary and whether they are regular or peremptory juries. She will then make the necessary computations and call the phone operators.

For the time being, Judge McCullough's office will prepare the forms for the criminal docket call and supply them to the Judge presiding.

It would be appreciated if you would write in under the information received column on the docket call form the exact information you receive. I am trying to keep track of how many times the call of the docket indicates that there will be a jury trial when ultimately a jury is not required.

cc: judge Loveless

1977
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SCHEDULE -
JURY

Non Jury Weeks - May 31st

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